

DEPARTMENT OF SOCIAL SERVICES

**Supervising Nurse Consultant
Quality Assurance Division**

Posting Date: April 21, 2015

Closing Date: April 27, 2015

The Department of Social Services is currently accepting applications for a Supervising Nurse Consultant within the Office of Quality Assurance, Audit Division of DSS, located our Hartford Central Office.

Open To: The Public and State Employees
Position: Supervising Nurse Consultant
Bargaining Unit: Health Care (1199)
Location: 55 Farmington Avenue, Hartford, CT
Job Posting No: 76730
Hours: Monday through Friday, 40 hours per week
Salary Range: \$78,318 - \$106,307 Annually

NOTE: Preferred experience supervising staff and experience auditing medical claims for compliance with laws, regulations and policies of the State of Connecticut Medicaid program.

GUIDELINES FOR CLASS USE:

Incumbents in this class supervise a staff in a major program which requires the application of professional nursing knowledge.

SUPERVISION RECEIVED:

Receives general direction from an employee of higher grade.

SUPERVISION EXERCISED:

Supervises Nurse Consultants and other personnel as assigned.

EXAMPLES OF DUTIES:

Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; speaks to professional and lay groups; participates as a member of professional and lay group committees established to upgrade nursing and health care services; may conduct on site visits to facilities independently or as team leader to resolve special problems; may testify in court on state and federal policies and regulations; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of principles and practices of nursing care, administration and education; considerable knowledge of standards of care and service delivery in licensed health care facilities or institutions, community based nursing agencies, local health departments, licensed home health agencies and ambulatory care facilities; considerable knowledge of local, state and federal health agencies and programs; considerable knowledge of standards in long term care facilities; considerable knowledge of hospital nursing services; considerable knowledge of skilled nursing facilities and intermediate care facilities organization and operational problems; considerable understanding of provision of medical and nursing care in a variety of

settings; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Five (5) years of experience as a professional nurse in a position of administration, consultation, education or supervision.

Substitutions Allowed:

1. A Bachelor's degree in nursing may be substituted for one (1) year of the General Experience.
2. A Master's degree in health services administration, nursing or public health may be substituted for one (1) additional year of the General Experience.

SPECIAL REQUIREMENTS:

1. Incumbents in this class must possess and retain a current license as a registered professional nurse in Connecticut.
2. Incumbents in this class may be required to travel.

APPLICATION PROCEDURE: Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and three (3) supervisory reference letters. The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. State employees must submit their two (2) most recent Performance Appraisals in lieu of references. Please **mail** your completed package **in duplicate** to:

Kelly Geary, Principal Human Resources Specialist
Department of Social Services
5th Floor, Human Resources Division
55 Farmington Avenue
Hartford, CT 06105

Due to the large number of applications received, we are unable to field phone inquiries to confirm receipt of applications.

~PLEASE BE ADVISED THAT HAND-DELIVERED/FAXED/E-MAILED APPLICATIONS WILL NOT BE ACCEPTED~

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY APRIL 27, 2015

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.